

Kouts Police Department Application



Name _____ Date _____

Position applying for:

Full time _____ Part time _____ Reserve _____ Tuition _____

Application may be kept on file for a period of three years from above date

Minimum requirements for employment

- Must be a citizen of the United States
- Must be at least twenty-one (21) years of age at the time of appointment
- Must have a high school diploma or equivalent by an accredited school
- Must possess a valid operator's license (Attach copy of Driver's license to application)
- Must possess, at a minimum, visual acuity that is correctable to 20/40 in both eyes
- Must possess, at a minimum, auditory acuity that is within normal range in both ears
- Must pass an extensive background investigation
- Must pass multiple interviews, drug screen, and basic agility testing upon request

GENERAL INSTRUCTIONS: Answer EVERY question below. State “N/A” if a question does not apply to you. Do NOT mis-state or omit material facts.

Last Name	First Name	Middle Name	Sex (M/F)

Street Address	City	State	Zip Code

Phone Number	Email Address	Height	Weight	Hair Color	Eye Color

Social Security No.	Birthdate	Place of Birth	PSID No.	U.S. Citizen (Y/N)

List all name changes, nicknames, and aliases used:

VEHICLE OPERATOR INFORMATION: List the following information concerning ANY vehicle operator’s license you have held or currently hold.

Type of License	License Number	State of Issue	Expiration Date	Restrictions

Have you ever been denied issuance of a motor vehicle license or have you ever had a motor vehicle license suspended or revoked? Y / N

Have you ever had motor vehicle insurance withdrawn or revoked or have you ever been refused motor vehicle insurance? Y / N

RESIDENCES: List all residences.

Date From	Date To	Street Address	City	State

MILITARY SERVICE: List all military service. Include Reserve or National Guard obligations.

Dates Served From/To	Branch of Service	Military Occupational Specialty (MOS)	Highest Rank Attained	Type of Discharge

While in the military service, were you ever convicted for an offense, which resulted in a trial by deck court, or by summary, special or general court-martial? Y / N

If YES, describe any and each incident below. Give date, location, charge(s), actions taken, etc. (Use back of this page, if necessary):

EDUCATION: Attach all diplomas, certificates, degrees, etc. related to High School, College/University, specialized vocational/trade, and/or law enforcement training and education.

High School/Continuing Education/Law Enforcement	Diploma/Degree/Certification	Dates Attended

EMPLOYMENT HISTORY: Start with your most recent employer and list all work history. Include part-time, temporary, and seasonal employment.

Dates of Employment (To/From)	Job Title and Salary	Employer Name/Address & Phone No.	Description of Duties	Reason for Leaving

SPECIAL QUALIFICATIONS/SKILLS/LICENSES: List any special skills or certifications that you possess which may be pertinent for this position.

PAST AND/OR PRESENT ORGANIZATIONS/CLUBS IN WHICH YOU BELONG:

Name & Location	Type of Organization (Social, Professional, Fraternal, etc.)	Office Held	Dates From/To

Have you ever been discharged (terminated/fired), asked to resign, furloughed, resigned after being informed that your employer intended to terminate, or put on inactive status for cause or subject to disciplinary action while employed in any position (excluding the military)? Y N

If YES, explain circumstances below:

CONVICTIONS: List all felony, misdemeanor, and traffic convictions, excluding only court-ordered expungements.

Date Convicted	Location of Occurrence	Offense

REFERENCES: Do not list relatives, former employers, or supervisors. List only character references that have definite knowledge of your qualifications and fitness for the position for which you are applying. List three (3) references.

Name	Address	Phone Number	Years Known

Are you registered with the Selective Service System, or do you have a valid exemption from registration? (Note: If you are female, or a male born before December 31, 1959, this question does not apply.) Y / N / N/A

If YES, list the following information:

Selective Service Number	Last Classification	Date Classified

Have you applied for a position with any law enforcement agency in the past three (3) years? Y / N If YES, list each agency and date applied:

Agency	Date Applied

Are there any incidents in your life, not mentioned on this application, which might reflect upon your suitability to perform the duties which you might be call upon to be assigned or which may require further explanation? Y / N

If YES, explain below:

I certify that, to the best of my knowledge and belief, all the information provided by me on this application is true, accurate, and complete, and that this application for employment was completed by me and made in good faith.

I further understand that this information is subject to a background investigation and a polygraph or computer voice stress test analysis. Additionally, I agree and consent in advance to being summarily discharged (terminated) without cause or hearing if ANY of the information provided by me contains any misrepresentations or falsifications, or if any material information has been omitted.

APPLICANT'S SIGNATURE

DATE

We are an equal opportunity employer. Federal and State laws and our own Department policy prohibits discrimination of employment based on age, sex, race, national origin, religion, marital status, sexual orientation, or disabilities unrelated to job performance. Persons who believe that they were denied employment based on any of these conditions may file a complaint with our department and/or with Federal or State authorities.

Authorization to Release Information

I, _____, hereby authorize any person, agency, partnership, or corporation/company having information concerning my criminal record, credit report record, educational record, medical record, employment record, military record or selective service record, to release such information to the Kouts Police Department.

This information will be used in the employment screening process with the Kouts Police Department and will not be available for public inspection.

I hereby release such person, agency, partnership, or corporation/company from any liability, which may be incurred in releasing such information to the Kouts Police Department, including liability under any Federal law.

_____/_____
 Printed Name and Signature Date

Social Security Number	Date of Birth
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****THE ABOVE MUST BE COMPLETED AND SIGNED IN THE PRESENCE OF A NOTARY PUBLIC.***

Notary

Date